

# JOB DESCRIPTION

**POST TITLE:** ESF NEET PROGRESSION SUPPORT WORKER  
(12 MONTH FIXED TERM)  
**POST NUMBER:** WREQ1845  
**GRADE:** HAY 12

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## **JOB PURPOSE**

The role of the ESF NEET Progression Support Worker is to support, inspire, motivate and encourage disaffected learners to progress into a number of positive outcomes, which include employment, apprenticeships or educational courses. The post-holder will be working as part of a team ensuring targets are met or exceeded and ensuring that ESF requirements are followed and adhered to at all times.

## **KEY DUTIES AND RESPONSIBILITIES**

As post-holder, you will be responsible to the Team Co-ordinator - ESF Skills Support for the following:

- Work with customers to provide proactive and motivational IAG sessions on a 1:1 basis including initial diagnostic and BKSB testing where applicable.
- Identify and address individual barriers in relation to health, lifestyle, confidence, motivation and resilience.
- Co-designing (with the delivery team) individual learner journeys and plans with learners incorporating appropriate steps (e.g., volunteering, training, work experience) to achieve one of the progression outcomes (e.g., education and training, employment, apprenticeship).
- Refer customers to appropriate provision as part of their agreed journey.
- Carry out regular IAG interventions with customers, set targets and complete and review action plans, ensuring paperwork meets ESF requirements.
- Work with the team to deliver informal group activities including health and wellbeing; presentation skills and preparation for interview.
- Work with the team to deliver regular Careers & Work Club sessions where you will support customers with all aspects of job coaching, including digital job search; develop CV's; job applications; letter writing and interview preparation.

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- Fully complete and submit all required paperwork, data, evidence requirements timely, ensuring ESF criteria is met.
- Deliver job search support and 1:1 interventions.
- Track customer's progress and report outcomes promptly.
- Compile case studies and collect feedback forms from each customer/employer/tutor.
- Provide continuous support for 1 month to both customers and employers/tutors to encourage sustainable outcomes and document contact.
- Undertaking other duties as may be required by the Principal to reflect changes and developments commensurate with the post.
- Develop strong long term relationships with all stakeholders to maximise future business opportunities.
- Positively promote equality and diversity and operate in a confidential and professional manner.

## **GENERIC DUTIES AND RESPONSIBILITIES**

In addition to the duties and responsibilities above, you will also be required to:

- Deliver a proactive and professional approach to all engagement activity.
- Ensure the college/contract administrative procedures are carried out.
- Provide reports, data and other information, as required.
- Attend events and activities, as and when required.

## **KEY TARGETS**

The targets will be set and agreed annually in accordance to the outcome requirement for each contract. Employee will keep a record of target achievement for discussion at monthly 1:1's and appraisals.

- SSU Target outcomes achieved.
- Customer feedback.
- Employer feedback.
- Case studies.



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- Progression outcomes.

## SUPERVISORY RESPONSIBILITIES

None.

## SUPERVISION RECEIVED

Line manager.

## CONTACTS

Governors, all staff, members of the public, college students and various external agencies.

## HEALTH AND SAFETY

All members of staff have a duty to maintain the safe and clean conditions of their workplace area and to cooperate with Weston College on matters of health and safety. This will include assisting with risk assessments and carrying out appropriate actions as required. Staff are required to refer to Weston College's Health and Safety Policies in respect to their specific duties and responsibilities.

## STAFF DEVELOPMENT

All staff are required to participate fully in Weston College's staff development programmes and have a responsibility to identify their own professional development needs in conjunction with their line manager.

## CONDITIONS OF SERVICE

The College standard Contract of Service for Support staff applies.

## **SALARY**

HAY 12 Point 11-13: £15,879.00 to £16,623.00 per annum.

## **BASIS**

This post is a fixed-term contract for 12 months.

## **HOURS**

Hours of attendance: 37 hours per week.

Annual leave: 281.5 hours per annum, inclusive of statutory bank holidays.

*The College reserves the right to direct up to 5 days of your annual leave entitlement for efficiency purposes.*

***Weston College is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.***

# PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE
Five GCSEs at grade 4 / C or above (or equivalent level), including Mathematics and English. <i>All applicants must be able to provide evidence of a Level 2 Qualification in Mathematics and English, or be willing to undertake the Qualification whilst in post.</i>	✓	
NVQ Level 2 in Information, Advice and Guidance (IAG), or be willing to undertake the qualification whilst in post.	✓	
Excellent IT skills.	✓	
Awareness of mental health and physical needs.		✓
Excellent knowledge of a variety of provision available in North Somerset.	✓	
Good understanding of the benefits system.	✓	
A good understanding of Weston College provision and courses.	✓	
A good understanding of Weston College Traineeship and Apprenticeship provision.	✓	
Experience of delivering non-accredited, informal workshops.		✓
Ability to plan and prioritise own caseload and work without close supervision.	✓	
Strong organisational and communication and time management skills.	✓	
To be outcome/target driven.	✓	
Highly professional in conduct and approach.	✓	
Highly motivated and the ability to work as part of a team.	✓	
Excellent interpersonal and communication skills.	✓	